

## Safe Use of the Hornsby Shire Council Community Barbecue Trailer

Using the Community Barbecue Trailer involves the potential risk of injury from burns, fire, gas leak or explosion, manual handling injuries when moving equipment, or loss of control of the trailer. You must ensure you read and follow all of the below instructions at each stage of the activity in order to reduce these risks to an acceptable level. The Trailer is provided for use by Community Groups on the condition that they follow these safety directions.

### 1. Before you pick up the trailer

Ensure you have read and understood all documentation supplied by Hornsby Shire Council

- Identify a suitable location in which to operate the trailer. The location should:
  - Be on level ground
  - Provide sufficient clearance from the trailer in all directions
  - Not cause an obstruction to pedestrians, traffic, or emergency services access
  - Be within close proximity to amenities with hand washing facilities
- Ensure you have the following items:
  - Vehicle Capable of towing 1400kg
  - Authorised and suitable tow bar fitted to the vehicle (as prescribed by the manufacturer) with a 50mm tow ball
  - Safety equipment used for cooking, including long arm tongs, disposable rubber gloves, non-flammable apron and enclosed shoes (steel-capped if practicable)
  - Gas canister
  - First Aid kit
  - Spray bottle filled with water mixed with liquid hand soap
- Have someone with experience with trailers

### 2. Attaching and Transporting the Trailer

- Reverse the vehicle towards the trailer using another person to act as a spotter. Do not stand between vehicle and trailer when reversing.
- Use the winch to raise and lower the cup and position it over the tow ball



- Secure the chains to the vehicle



- Connect the cable that powers the tail lights and blinkers on the trailer then test that they are working
- Place the jockey wheel in a horizontal position in line with the trailer arm and make sure handle is upright, then remove trailer chocks from under the wheels and disengage the trailer handbrake. Make sure to activate hydraulic trailer brake before towing begins (top left).



- Drive the trailer to the location observing all NSW Road Rules and the RMS guidelines on towing available at the following URL: <http://www.rms.nsw.gov.au/roads/safety-rules/road-rules/towing.html>
- If driving the trailer in a pedestrian area, drive at the lowest possible speed and have another person walk in front of the vehicle ensuring that no pedestrians are in its path.
- Do not try to lift or push the trailer into position

## Setting up the Trailer

- When the trailer is positioned in the chosen location, engage the trailer brakes, then use the winch as in step 2 to disconnect the trailer from the tow bar.
- Place the traffic cone in front of the tow bar and place the chocks under the wheels.



- Drop the legs at the rear of the trailer and secure them with the attached pin. If the holes and pins do not line up, raise or lower the trailer using the winch until they align.



# Safe Work Procedure

- Open the rear door of the trailer and remove the items stored in the compartment beneath the BBQ. Use safe manual handling techniques when moving any heavy or bulky items, and use mechanical lifting aids or lift with assistance from one or more other persons, whenever practicable.
- Unfurl the black matting and place it at the rear of the trailer with the textured side up.



- Remove the Esky from its storage compartment at the side of the trailer and move to the serving area using a two person lift.
- Set up the tables to the left and rear of the trailer, along the edges of the black mat to create a cooking area.
- If using the entertainment system, open the compartment and switch the inverter switch to the 'On' position. Then, move the power changeover switch to inverter power and press the power button which is marked 'E'.
- Familiarise yourself with the locations of the spill kit and fire extinguisher in the compartments at the right side of the trailer and ensure they are accessible.
- Remove the pins to unsecure the barbeque on either side, then replace the pins to resecure it
- Use a spirit level to check that the BBQ surface is level
- Hang the grease drip pot under the pipe beneath the BBQ plate (see photo below).



- Place the Gas Cylinder at the rear right of the trailer, ensuring its position does not create a trip hazard. Use the connection tube stored to the right of the BBQ to securely connect the cylinder.
- Turn on the gas cylinder and carry out a gas leak test on the cylinder, hose and regulator using the soap water spray. Spray all areas with the soapy water, and if bubbles form, this indicates a leak. If a leak is detected, turn off the cylinder immediately and do not use. Detailed instructions on this can test be found at the following URL: <http://www.elgas.com.au/blog/505-bbq-gas-leak-test-gas-grill-BBQ>
- Once the gas cylinder has passed the leak test, the BBQ can be turned on.

## 4. Operation of the BBQ – Food Preparation and Handling

- When cooking on the BBQ, always wear a non-flammable apron and use the long arm tongs to handle food.
- Only allow people who have read and signed this procedure to enter the cooking area.
- Persons who are not cooking should stay at least one metre clear of the BBQ, and the number of people in the cooking area should be limited to avoid causing an obstruction
- Only cook food directly on the BBQ grill plate. Do not use the BBQ to heat any hot oils or other liquids.
- If a person suffers a burn, hold the affected area under cold running water for 20 minutes then cover with a sterile dressing. If the burn is serious, or if you are unsure how serious it is, seek medical attention immediately. A procedure for dealing with scalds and burns can be found here:  
<http://www.stjohnnsw.com.au/burns-scalds/>

## 5. Packing up the Trailer

- When you have finished using the trailer, first remove all litter from the area and ensure all equipment is clean.
- When cleaning the BBQ, ensure that it has cooled sufficiently so that there is no risk of burns.
- Disconnect and wipe the grease collection pipe.
- Remove any spills from the floor mat using a cloth or a mop if one is available
- Pack up the trailer following the same procedure as in step 3.
- Attach and drive the trailer back to the depot using the same procedure as step 2.

If you require further information on the safe use of the Community Barbecue Trailer, or if you would like to provide comments or feedback, or raise any issues or concerns in relation to the Trailer, please email: [vmt@hornsby.nsw.gov.au](mailto:vmt@hornsby.nsw.gov.au) or phone: 9847 6050.